

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

CM/ECF USERS' ADVISORY GROUP

SEPTEMBER 25, 2001, MEETING

MINUTES

A meeting of the CM/ECF Users' Advisory Group (UAG) was held on Tuesday, September 25, 2001. The meeting, which was held via video teleconference at the Court's Alexandria, Norfolk and Richmond facilities, commenced at 12:30 PM and concluded at 1:45 PM. The following persons were in attendance at the meeting: Debera Conlon, Barry Spear, Frank Santoro, Bob Weed, Bill Parkinson, Judge Adams, Peggy Grivetti, Steve Kopacki, Chuck Miller, Renee Mitchell-Paxton, Karin Doggett, Paul McCartney, Sandra Heagle, Dick Napoli and Bill Redden.

Opening Comments and Approval of Minutes from Last UAG Meeting (*Bill Redden*)

Bill Redden made some opening comments. The minutes from the July 24, 2001, meeting were approved and will be posted to the Court's CM/ECF home page at the Court's Internet web site and transmitted, via e-mail, to registered ECF users. **[Update:** The minutes have been posted and transmitted.]

Bill also noted other matters of interest:

Materials handed out at each facility site were identified and will be discussed during the course of the meeting.

Bill commented on the September 11 terrorist attacks on the twin towers of the World Trade Center at New York City and the attack on the Pentagon. He noted that the New York Southern Bankruptcy Court (a former prototype and current Version 1 CM/ECF court) had posted an emergency notice on its Internet web site and advised that its Manhattan Division had been closed and operations relocated to the court's White Plains Division. CM/ECF made this operational relocation must easier to effect.

Bill advised that a Continuing Resolution for FY 2002 was likely since the appropriations bill containing funding for the judiciary had not been passed by Congress. **[Update:** The Congress has passed legislation for the judiciary's FY 2002 appropriation.]

Bill indicated that the bankruptcy reform legislation continues to be a back-burner issue for Congress. **[Update:** Even though a House-Senate conference met on November 14, 2001, little substantive work was reported to have taken place. House staff members are working on joint legislative proposals with the possibility that the conference would meet again some time after Thanksgiving. No meeting date, however, has as yet been set.]

Bill noted that Barry Wells was at the Administrative Office today attending a meeting on Bankruptcy CM/ECF Version 2 and automation security issues.

1. Current Status and Information of Interest

a. New ECF Server Equipment Update (*Paul McCartney*)

Paul McCartney noted that ECF server equipment was delivered to the Clerk's Office on September 4, 2001, and was to have been installed on September 18, 2001.

Owing to the events of September 11, however, the installation contractor, BTG, was called upon to undertake work at the Pentagon. Installation now has been scheduled for early October with a 30-day “burn-in” and testing period to follow. **[Update:** Installation, burn-in and testing of the ECF server equipment has been completed.] The principal benefit of the new ECF server equipment is that it will provide a substantial increase in data storage capacity. Further expansion of the equipment’s storage capacity also can take place.

b. New T-1 Line Upgrade Status (*Paul McCartney*)

The AO and Sprint are completing the PACERNet upgrade process and changes. These changes have improved the reliability and accessibility of data communications connectivity between the AO’s New Orleans gateway/firewall and the EDVSA server equipment. ECF downtime has faded since these changes have taken place. With these changes, external users may experience some speed enhancement in accessing ECF server equipment.

c. NIBS Conversion Program Update (*Karin Doggett*)

Karin Doggett reported that the AO has approved the use of existing ECF server equipment to test and make mock conversions of the NIBS electronic docket data to CM component of CM/ECF. Before this conversion process can begin, it will be necessary to migrate the existing ECF data from the old ECF server equipment to the new. This process will commence in mid-to-late November. **[Update:** Migration of the ECF data to the new ECF server equipment is expected to take place in early December with the migration of the NIBS e-docket data to take place over the Presidents’ Day holiday weekend in mid-February 2002.]

d. New Internet EBN Home Page Update (*Karin Doggett*)

Karin Doggett advised that the new EDVA Internet EBN home page was nearing completion. Karin provided an overview of EBN Phase II. Information on EBN has been posted electronically to the Bankruptcy Online Support link to the EDVA home page. **[Update:** Bill Redden highlighted EBN at the recently concluded ECF seminars and mini-fairs. A notification memorandum from the Clerk’s Office has been mailed to all members of the EDVA bar, which provides additional information on EBN.]

2. The Clerk’s September 17, 2001, Notice Memorandum on Planned Changes in Bankruptcy Case Administration (*Bill Redden*)

Bill commented on the September 17, 2001, memorandum and asked for questions. Questions were raised about the security measures being taken to ensure the integrity of ECF data. Bill addressed these questions. Positive comment was made concerning the new case upload feature. A question was raised concerning the procedure that should be taken by a filer when access to ECF is not available. Bill noted that the Administrative Procedures exhibit to proposed Standing Order No. 01-6 would address this situation. Sandra Heagle made further comment on the procedure.

A comment was made that those who make use of ECF find great satisfaction with the quality of service they can provide to their clients. They also find that it improves their margin of profit.

3. Technical Questions

a. Internet and ECF Server Security (*Karin Doggett and Paul McCartney*)

Paul emphasized that the most current security patches have been added to ensure the integrity of the ECF data. He noted that virus/worm authors were becoming increasing ingenious in invading and infecting host computers and networks. There is a need to update anti-virus definitions daily.

b. Identification of County Codes in Case Upload Program (*Sandra Heagle*)

Sandra provided comment on the proper identification of county codes in the case upload program. The original issue on this matter has been resolved.

c. Input of Debtor Address Data for Out-of-District Debtors Who Must File in EDVA (*Sandra Heagle*)

Sandra also commented on how best to input address data for debtors who have relocated outside of the EDVA but still must file in the EDVA.

d. WebPACER EPA Fee One-Time Free Look Access Consistency (*Sandra Heagle*)

Sandra commented on consistency in securing the one-time free look so as not to incur a WebPACER EPA fee.

4. Communication and Training Issues (*Dick Napoli and Renee Paxton*)

Dick Napoli provided an overview of planned ECF training in the EDVA over the next couple of months.

Renee Paxton provided information on the upcoming ECF seminars and mini-fairs.

Bill noted that the Clerk's Office would have a CM/ECF booth set up at the scheduled December 7 TBBA Conference, at Norfolk.

5. Handout Materials (*at meeting sites*)

Bill commented on the September 19, 2001, AO press release on action taken by the Judicial Conference of the United States on ECF availability and Internet use. He also commented on the September 18, 2001, InfoWorld article on the NIMDA virus/worm. Lastly, Bill commented on the EDVA ECF statistics.

6. Other Issues of Interest

No additional issues of interest were raised at the meeting.

7. Next Meeting Date, Location(s) and Time

The next UAG meeting will be scheduled for Tuesday, December 4, 2001. The meeting will be held via video teleconference, through Sprint, from 12:30 PM to 2:15

PM, at the Court's Alexandria, Norfolk and Richmond facilities. UAG members are requested to provide Bill Redden with proposed agenda items, issues of interest and technical questions by a date to be provided [November 14, 2001]. This will facilitate a review by court representatives of any submitted agenda items and technical questions prior to the next UAG meeting.

An agenda for the next meeting will be sent out by the Clerk's Office on a date to be determined [November 26, 2001].

The meeting adjourned at 1:45 PM.

Respectfully submitted,

William C. Redden